

Department of Rehabilitation Services

JOB OPPORTUNITY

Director of the Bureau of Rehabilitation Services (Unclassified)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: 25 Sigourney Street, Hartford, CT.

Job Posting No: 34393

Hours: 8:00AM to 5:00PM

Salary: \$115,352.00 - \$157,284.00

Closing Date: July 11, 2013 – July 31, 2013

EXAMPLES OF DUTIES:

Plans, directs and supervises the operations and activities of the vocational rehabilitation services bureau including vocational rehabilitation, disability determination and independent living services; daily supervision of various programs and services offered by the State to people with disabilities; acts as consultant with respect to these programs and services; coordinates programs and services to insure compliance with State and Federal policy; serves in a liaison capacity between the Bureau of Rehabilitation Services and the appropriate Federal agencies and other State agencies; prepares and/or assists in the preparation of the bureau budget, and administers the bureau budget; works to coordinate vocational rehabilitation programs and services across the State with State and local school authorities, community-based organizations, advisory councils and consumer groups; advises the Commissioner on significant issues, program developments and operations of rehabilitation services programs; represents the Commissioner on task forces, advisory boards and negotiating teams; does related work as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Thorough knowledge of the philosophy, methods and programs of vocational rehabilitation services; demonstrated managerial, administrative and supervisory abilities; good communication skills.

EXPERIENCE AND TRAINING:

General Experience:

A Master's degree in rehabilitation counseling or related field and a minimum of eight (8) years of professional experience in the field of vocational rehabilitation, public administration or a related human services area.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). Current state employees should include their two (2) most recent service ratings. Due to the large number of applications received, we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. No fax copies will be accepted. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:**

**Sabrina Betts, Human Resources Specialist
Department of Rehabilitation Services
25 Sigourney Street – 6th Floor
Hartford, CT 06106**

**APPLICATIONS MUST BE RECEIVED AND POSTMARKED BY
Thursday, July 31, 2013 CLOSE OF BUSINESS**

The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at:
[www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.